

## NORMAN ELECTION COMMISSION MINUTES

January 7, 2013

The Norman Election Commission of the City of Norman, Cleveland County, Oklahoma, met in the Municipal Building Conference Room at 201 West Gray on the 7th day of January, 2013, at 3:00 p.m. Notice and agenda of the meeting were posted at the Municipal Building 48 hours prior to the beginning of the meeting.

### MEMBERS PRESENT:

Robin Allen  
Richard Hilbert  
Elizabeth Windes  
Ty Hardiman, Chairman

### MEMBERS ABSENT:

Nina Flannery

### OTHERS PRESENT:

Brenda Hall, City Clerk

**Item 2. Approval of minutes from the August 27, 2012, meeting.** Member Hilbert moved that the minutes from the August 27, 2012, meeting be approved, which motion was duly seconded by Member Allen; and the question being upon approving the minutes from the August 27, 2012, meeting, a vote was taken with the following result:

### YEAS:

Members Allen, Hilbert, Windes, and Chairman Hardiman

### NAYES:

None

Chairman Hardiman declared the motion carried and the minutes from the August 27, 2012, meeting were approved.

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### **Item 3. Election of Chair and Vice-Chair.**

Ty Hardiman was elected as Chair and Richard Hilbert was elected as Vice-Chair by acclamation.

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### **Item 4. Consideration and discussion of candidate packet materials and possible modifications, if needed.**

Members reviewed the Candidate Orientation Manual materials to be provided to candidates prior to the orientation session.

Chairman Hardiman said a candidate packet will be distributed to each candidate or affected party such as a citizen's committee or candidate representative. He highlighted the various sections of the packet and said it is the same material that was included in last year's manual with updated report filing dates. He discussed each section of the packet and the Committee made minor changes to portions of the information provided.

Election Commission Membership List – This list will be included in the front of the manual. Members asked that the Public Service Announcement developed by Dr. Hilbert two years ago be included in the manual behind the roster.

Frequently Asked Questions – Ms. Hall said two questions were added to the FAQ to clarify reporting criteria for committees supporting or opposing a candidate.

Political Signs Regulations – Chairman Hardiman recommended language be added to the Political Signs flyer to clarify illegally placed signs may be removed by the City and disposed of without notice.

Campaign Contribution and Expenditure Report – Ms. Hall said the reports have been updated to include in-kind contributions in the grand total of all contributions as discussed by the Commission. She said all report forms have been updated on the City's website as well.

Items submitted for the record

1. Norman Election Commission 2013 Campaign Manual including Commission Member List; Norman Election Commission Agenda; Norman Election Commission Minutes; Requirements for Filing; Report Due Dates; Instructions for Completing Reports; Frequently Asked Questions; Political Sign Regulations; City Campaign Report Forms; State Campaign Reporting Requirements; State Frequently Asked Questions; and State Campaign Report Forms

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**Item 5. Discussion of the process for the Candidate Orientation Session and the subsequent scheduling of the session.**

Chairman Hardiman said the next meeting will be the Orientation Session for candidates which is tentatively scheduled for Wednesday, Monday, January 28, 2013, and staff will follow-up with the Commission via email once the date is finalized.

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**Item 6. Miscellaneous Discussion.**

None.

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**Item 7. Adjournment.**

Member Windes moved that the meeting be adjourned, which motion was duly seconded by Member Hilbert; and the question being upon adjourning the meeting, a vote was taken with the following result:

YEAS:

Members Allen, Hilbert, Windes, and Chairman Hardiman

NAYES:

None

Chairman Hardiman declared the meeting be adjourned at 2:35 p.m.